

Section 57: Pre-Vocational Services

Pre-vocational services means services aimed at preparing an individual for paid or unpaid employment, by teaching such concepts as compliance, attendance, task completion, problem solving and safety

57.1 Unit of Service

¼ hour (15 minutes)

57.2 Activities Allowed

The following activities are included in pre-vocational services:

- a. Activities that are not primarily directed at teaching specific job skills, but at underlying habilitative goals
- b. Supervision, monitoring, training, education, demonstration, or support in
 - 1. Maintaining regular attendance
 - 2. Increasing attention span for specific tasks
 - 3. Understanding and following workplace standards
 - 4. Other skills needed to gain and maintain paid or unpaid employment

57.3 Activities Not Allowed

Reimbursement through pre-vocational services does not cover:

- a. Services available under a program funded under the Rehabilitation Act of 1973 or Public Law 94-142.
- b. Job coaching or other skills related to a specific job

57.4 Service Standards

Pre-vocational services must be reflected in the Individualized Support Plan

- a. Services must address needs identified in the person centered planning process and be outlined in the Individualized Support Plan
- b. Services must complement other services the individual receives and enhance increasing independence for the individual
- c. Two short break periods (up to 15 minutes in the morning and in the afternoon) may be included

57.5 Provider Qualifications

To be approved to provide Prevocational Services, an applicant shall:

- a. Meet the requirements for direct care staff set out in 460 IAC 6-14-5

- b. For an entity to be approved to provide Prevocational Services, the entity shall certify that, if approved, the entity will provide prevocational services using only persons who meet the qualifications set out in 460 IAC 6-14-5
- c. Have a special minimum wage certificate issued by the U.S. Department of Labor Wage and Hour Division. In order to legally provide/document wages earned at or below 50% of Federal Minimum Wage this certificate would be required.

57.6 Documentation Standards

Pre-vocational services documentation must include:

- a. Not-for-Profit status
- b. BDDS approved provider
- c. Services outlined in the Individualized Support Plan
- d. Attendance record documenting the complete date and time entry (including a.m. or p.m.) and the number of units of service delivered that day
- e. Documentation that wages for activity are at or below 50% of Federal Minimum Wage
- f. Documentation that supports compliance with staffing ratios per the individual's service planner
- g. Documentation in compliance with 460 IAC 6